

Crossroads Regional Industrial Facilities Authority

General Definition of Work

Part-time position that performs professional work managing operation of the local business center for citizens and businesses of Town of Wytheville and Wythe and Bland Counties. Work is performed under the general direction of the Crossroads Regional Industrial Facilities Authority (CRIFA).

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides administrative duties associated with CRIFA to include finances, annual budget, preparation of meeting agendas, and other related duties as assigned.

Provides counseling assistance to small and medium-sized businesses in areas such as marketing, management, finance, planning, accounting and technology.

Performs business assessments for area companies to determine strengths and weaknesses.

Assists clients with comprehensive business plans.

Assists clients with securing start-up or business growth funding.

Networks with numerous agencies for the purpose of recruiting clients.

Maintains public relations in communities served.

Conducts follow-up with clients after business start-up.

Maintain offices in Wytheville two days a week and in Bland one day a week.

Knowledge, Skills and Abilities

Thorough knowledge of business structure, business ethics, financial regulations, requirements for obtaining small business loans, funding sources, legal requirements for operation of a small business (taxes, licenses, insurance and other federal and state requirements) and SCC requirements; thorough knowledge and understanding of basic accounting principles, budgets, cash flow, record-keeping and business plans; thorough knowledge of and ability to use information technology, standard office software and standard accounting software; ability to set up and analyze financial reports, use standard office equipment, make arithmetic computations using whole numbers, fractions and decimals and to compute rates, ratios and percentages; ability to understand loan application requirements, local funding agencies and to write a business plan, ability to communicate with a diverse group of individuals verbally and in writing; ability to conduct research and write technically.

Education and Experience

Bachelor's Degree with experience in small business ownership and operation or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 20 pounds of force; work frequently requires sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license to operate a vehicle in the Commonwealth of Virginia